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WAR FOOD ADMINISTRATION
COMMODITY CREDIT CORPORATION
OFFICE OF SUPPLY
WASHINGTON 25, D. C.

SHIPPING AND STORAGE BRANCH MEMORANDUM NUMBER 79.2

Distribution of Notice to Deliver

I Purpose of Memorandum

- A. The purpose of this memorandum is to provide a uniform procedure for the distribution of the Notice to Deliver, FDA-194 and the revised form CCC-107.
- B. The same distribution will be used by the Chicago office for the Teletype Notice to Deliver, FDA-742.

II Use

- A. For all movements of commodities from vendors or warehouses, except on Field Purchase Programs and Farmers Market Programs procured by the Procurement and Price Support Branch.

III Preparation

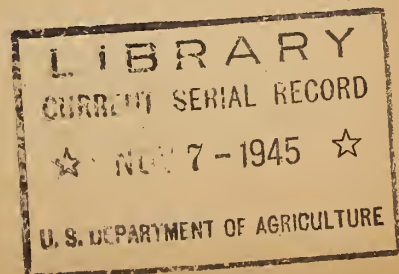
- A. By billing offices of the Shipping and Storage Branch.
- B. Original and four copies will be prepared.
- C. On form FDA-194, the 6th (white) and 7th (green) copies should be destroyed.

IV Distribution

- A. On all movements except Commercial Sales

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
1 (original)	White	Shipper when shipment is made; to be attached to shipper's voucher as a supporting document and sent to Regional Finance Office covering location of shipper.

Distribution Code "A"
May 15, 1945



<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
2	White	Shipper for his files.
3	Pink	Regional Finance Division covering location of shipper.
4	Blue	Billing Office copy.
5	Yellow	a) Army, Navy, or Marine Corps on transactions with these organizations. b) Special purposes or extra copy.

B. On Sales to Commercial Channels:

1. FOB present location (in store sales) on which collection is to be accomplished by means of sight draft.

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
1 (original)	White	Finance Division in region of buyers' bank.
2	White	Warehouse with notation: "Do not deliver on this copy. Original to be surrendered by buyer for delivery".
3	Pink	Regional Finance Division in region in which warehouse is located.
4.	Blue	Billing Office copy.
5	Yellow	Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

2. Delivered Sale - Shipment to be accomplished by Government B/L.

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
1 (original)	White	Warehouse
2	White	Finance Division in region of buyers' bank.

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
3	Pink	Regional Finance Division in region in which warehouse is located.
4	Blue	Billing Office copy.
5	Yellow	Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

3. When payment is made by certified check: FOB presen location.

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
1 (original)	White	The Shipping and Storage billing office will release the original N/D <u>only after</u> notification by the Finance Division that payment has been received. This notification should come from the Regional Finance Division to which the check is presented. Send N/D to buyer.
2	White	"Do not deliver on this copy. Original to be surrendered by buyer for delivery."
3	Pink	Regional Finance Division in region in which warehouse is located.
4	Blue	Billing Office copy.
5	Yellow	Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

4. Sales on which collection is to be accomplished by Commercial-Order Bill of Lading:

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
1 (original)	White	Warehouse with notation on all copies "Commercial Cash Sale; shipment to be accomplished by commercial B/L."
2	White	Warehouse.
3	Pink	Regional Finance Division in region in which warehouse is located.

<u>Copy No.</u>	<u>Color</u>	<u>Distributed to:</u>
4	Blue	Billing Office copy.
5	Yellow	Regional Sales Division in region issuing the Notice to Deliver and to Washington Sales Branch when the Notice to Deliver is prepared in Washington.

V Superseding Instructions

- A. This procedure supersedes Shipping and Storage Branch Memorandum Number 39.3, dated August 14, 1944, and 65.1 dated October 9, 1944, both of which memoranda are being revised to coincide with this memorandum and also supersedes memo to all employees entitled "Amendment to Memorandum of March 6, 1944" dated August 29, 1944.



Chief, Shipping and Storage Branch